

**City of Flagstaff Sustainability Program  
Sustainability Aide, Energy  
Part-time 900 hours**



Location of organization: City of Flagstaff, Arizona

Website of organization: [www.flagstaff.az.gov/sustainable](http://www.flagstaff.az.gov/sustainable)

Brief description of organization: The Flagstaff Sustainability Program serves the community and municipal organization as a catalyst for economic, environmental and social sustainability through policy development, project implementation, leadership, and education.

Title of AmeriCorps service assignment: Sustainability Aide, Energy

**AmeriCorps Service Assignment Description:**

1. Performs project management including community outreach and metrics tracking for the City's energy and climate-related programming.
2. Performs internal outreach, education, and marketing strategies that promote the Flagstaff Municipal Sustainability Plan.
3. Manages the City's sustainable employee commute programming, including project management, equipment maintenance, and metrics tracking.
4. Executes graphic design and data collection for program initiatives, including annual reports on program initiatives.
5. Conducts public outreach, volunteer management, and education activities including giving presentations to community groups, prospective and existing project partners and the general public.
6. Promotes Sustainability Program goals and provides accurate, timely and trustworthy information to community, partners and organizations.
7. Provides excellent customer service to internal and external customers.
8. Represents the Sustainability Program at community events and meetings, which may include some weekends and nights.
9. Performs related duties as assigned.

**AmeriCorps Member Qualifications:**

1. Ability to work as part of a team in conjunction with Sustainability Program staff.
2. Ability to communicate effectively, both orally and written as well as follow oral and written instructions.
3. Ability to work with the public in a tactful, positive, and constructive manner.
4. Experience with public speaking.
5. Experience with personal computers and associated software.
6. Ability to meet deadlines.
7. Ability to accept changes in project schedules.
8. Any combination of experience and training predicting the ability to successfully fulfill the requirements of the position.

Applications are available online: <https://my.americorps.gov>. If you have questions about AmeriCorps, please contact Youth in Action AmeriCorps, Civic Service Institute, Northern Arizona University 928-523-2199. If you have questions about the position, please contact Tamara Lawless at [tlawless@flagstaffaz.gov](mailto:tlawless@flagstaffaz.gov) or 928-213-2150.